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UNITED STATES DEPARTMENT OF AGRICULTURE
PRODUCTION AND MARKETING ADMINISTRATION
WASHINGTON 25, D. C.

Index:
Administration.
Branch Organization

SHIPPING AND STORAGE BRANCH MEMORANDUM NO. 11.3

Organization of the Washington Office of Shipping and Storage Branch

I General

Effective immediately, the duties and responsibilities and the functional organization of the Washington office are realigned as outlined below in accord with the decentralization of Branch activities to be completed on or before November 1, 1945.

II Transition Period

The respective Divisions will continue to carry out activities to be decentralized pending the assumption of such responsibilities by the field offices on or before November 1, 1945.

III Functional Assignments

A. Office of the Director

1. PROGRAM FORMULATION AND EXECUTION. Formulates and executes the policies, programs, and activities of the Branch.
2. COORDINATION. Formulates and recommends to the Administrator overall FMA policies and procedures needed to conduct a sound and effective shipping and storage program assists the Administrator in coordinating the shipping and storage work of the commodity branches.
3. LIAISON. Maintains liaison with the national offices of the War Department, Navy, Interstate Commerce Commission, Treasury Procurement, Association of American Railroads, Branches within FMA, and other public and private agencies concerned with shipping and storage activities.

B. Administrative Division

1. PLANS AND ANALYSES. Establishes standards for use by operating divisions in the maintenance and compilation of operations costs data, work-load statistics, and

other control information, and prepares consolidated reports and comparative analyses of progress for use by the Director in measuring achievement of Branch objectives and in formulating future work projects.

2. ADMINISTRATIVE MANAGEMENT. Plans and carries out administrative policies and procedures essential to Branch operations through determining requirements and recommending appropriate action to be taken on budgetary, personnel, fiscal, organization, and other management services.

C. Program Management Division

1. PROGRAMMING. Develops delivery programs for FIA-procured commodities so that shipping commitments are made, direct shipments are made from vendors to port areas wherever more advantageous, and warehousing is kept to a minimum.
2. EXPEDITING. Expedites the scheduling of deliveries, giving special attention to the fulfillment of particularly difficult commitments and to the solution of the more difficult operating problems as they arise.
3. PROGRAM RESPONSIBILITY. Assumes responsibility for the effectiveness of delivery programs of the Branch.
4. REVIEW AND COORDINATION. In collaboration with other groups performs a review of program progress in order to assure proper coordination of allocations, commitments, and requisitions, and recommends changes in programs in line with operations.
5. CONTROL RECORDS. Maintains daily summary records on the status of Branch programs; serves as the Branch clearing point on all data and reports concerning delivery programs.

D. Inspection and Maintenance Division

1. WAREHOUSE INSPECTION. Develops and recommends for adoption Branch policies related to warehouse inspection; provides a comprehensive program and directs the field offices in a coordinated schedule for inspection of warehouses storing FIA-owned commodities.
2. RECONDITIONING AND HANDLING. Formulates and recommends for adoption Branch policies, provides a comprehensive program and directs the field offices with regard to special handling of commodity stocks in warehouses, including fumigating, repackaging, and reconditioning of commodities.

3. QUALITY MAINTENANCE. Develops and furnishes to the field offices safe storage criteria and other standards to be applied in reviewing holdings, effecting stock turnover, and carrying out other sound storage practices in order to maintain the quality of stocks.
4. INVENTORY REVIEW. Participates with other groups in performing a periodic inventory review and develops information required by the Assistant Administrator in authorizing sale or other disposal of surplus items.
5. ODD-LOTS AND SUB-STANDARD STOCKS. On the basis of information received from commodity branch inspectors and reflected in field reports on warehouse examinations, refers to the proper commodity branch for sale or other disposition out-of-condition commodities and odd-lots.
6. SALVAGE. Develops and recommends for adoption Branch policies related to and conducts sales or other disposal of marine and other salvage as required.
7. SALES FOLLOW-UP. Follows up with the commodity branches on the status of sales referrals and on request renders technical assistance in the conduct of sales or other disposal.

E. Claims Division

1. PLANNING. Collaborates with other Divisions and field offices in developing and improving the claims phases of Branch responsibility.
2. CLAIMS POLICIES. Develops and recommends for adoption Branch policies necessary to carry out claims responsibilities.
3. DIRECTION. Develops a comprehensive program and directs the Branch in connection with lost or damaged commodities.
4. RESPONSIBILITY FOR LOST OR DAMAGED COMMODITIES. Administratively determines responsibility for lost or damaged FMA-owned commodities in the custody of the Branch, and prepares reports as required.

F. Shipping Division

1. TECHNICAL DIRECTION. Develops a comprehensive program and directs the field offices in the application of proper protective services, the protection of through rates, and the use of special equipment as required; disseminates information relative to directives issued by ICC, AAR, and other agencies.

2. ROUTING. Makes spot checks of the routing work performed in field offices to determine that the most economical and expeditious movements of commodities have been provided.
3. TARIFFS AND RATES. Maintains and furnishes tariff and rate information.
4. PORT CONTROL. Develops and carries out a coordinated program in conjunction with other Federal Agencies for controlling movement of export commodities to port areas to assure a steady flow of export cargo and to prevent congestion of ports.

G. Storage Division

1. STORAGE POLICIES. Assists the Director in formulating recommendations to the Administrator on overall FIA policies related to types of storage facilities to be used, methods for soliciting bids and executing storage contracts, terms, and conditions to be included in such contracts, and other matters concerned with the acquisition and use of warehouses.
2. STORAGE ANALYSES AND STORAGE PLANNING. Analyzes and plans location of storage holdings to assure proper geographical diversification of storage of commodities, from the standpoint of claimants' demands and warehouse economy, in such a way as to make commodities available to meet critical and emergency requirements as well as regular demands for immediate delivery.
3. TECHNICAL DIRECTION OF FIELD ACTIVITIES. Furnishes technical direction to field offices in the conduct of storage activities (a) by prescribing technical policies and procedures to be followed by field offices in connection with the storage phases of the Branch programs; (b) by instructing field office in handling special storage problems; and (c) by reviewing reports from field offices on storage activities to assure adequacy and effectiveness of operations.
4. RECORDS. Maintains summary vendor and warehouse availability records for use in analyzing storage holdings and preparing periodically a consolidated availability report.

H. Field Operations Division

1. PROCEDURES. Develops and coordinates the development and recommends to the Director the adoption of operating procedures and methods for use by the Branch and field offices; makes recommendations to the Branch Director on action to be taken on all procedures and forms affecting Branch functions.

2. INSTALLATION OF PROCEDURES. Supervises the installation of new and revised procedures and methods of operation.
3. EXAMINATION OF FIELD OFFICES. Examines and audits the operations of field offices to assure conformance with Washington policies and procedures; formulates recommendations to the Director on adaptations needed to improve the effectiveness of field operations.
4. FIELD LIAISON. Serves as the focal point in the Branch in effecting maximum Washington-Field coordination and planning of field operations.
5. CONTACT. Serves as the Branch contact with other groups in connection with procedural matter affecting the functions of the Shipping and Storage Branch.

IV Organizational Assignments

A. Office of the Director

To the Office of the Director is assigned the Office of the Director as formerly constituted (except the Administrative Section and the Authorities and Procedures Section).

B. Administrative Division

To this Division are assigned the Administrative Section formerly of the Office of the Director, and the Teletype Unit, formerly of the Field Operations Division.

C. Program Management Division

To this Division is assigned the Program Management Division as formerly constituted.

D. Inspection and Maintenance Division

To this Division are assigned the Warehouse Inspection Section of the former Field Operations Division, the Reconditioning Section of the former Storage Division, and the Salvage Section of the former Sales Branch.

E. Claims Division

To this Division is assigned the Claims Division as previously constituted.

F. Shipping Division

To this Division is assigned the Shipping Division as previously constituted.

G. Storage Division

To this Division is assigned the Storage Division as previously constituted (except the Reconditioning Section).

H. Field Operations Division

To this Division is assigned the Authorities and Procedures Section formerly of the Office of the Director.

V Superseded Issuances

This memorandum supersedes the following Branch issuances:
Shipping and Storage Branch Memoranda No. 30.1 and 70.1 and
Administrative Notices No. 4 and No. 11.

H.O. Warlick

H.O. Warlick, Colonel, G.S.C.
Director, Shipping and Storage Branch

Approved by:

J. A. Hutton

Administrator

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